

CONFIDENTIAL
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Security Information

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5 NOV 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Reassignment of Surplus Personnel

1. Reference is made to our memorandum to you dated 21 October 1953, subject as above, which was submitted to the DDCI on 24 October 1953 and returned to this office by the DDCI with verbal comments on 28 October 1953.

2. Pursuant to instructions from the DDCI, the procedures for the reassignment of excess personnel as proposed therein have been revised and re-written in the form of an Agency Notice. The DDCI expressed the view that this issuance should be coordinated with other Agency components prior to publication. You may wish to have this accomplished by the Regulations Control Staff. However, since the proposed Notice incorporates ideas which have been reviewed by the DDCI, and have at least his tentative approval, it is believed that any substantive comments or suggestions which might result from this coordination should accompany the final submission to the DDCI rather than be incorporated. Also, in transmitting the proposed Notice to the coordinating offices, it is suggested that the transmittal memorandum note specifically that in the course of a meeting on 5 October 1953, at which this subject was discussed, the DDCI indicated that the Agency would not at this time resort to formal reduction in force procedures, but would establish some alternative procedure consistent with current Agency requirements. After reviewing a draft of an alternative procedure, the DDCI on 28 October 1953 indicated that he preferred a procedure substantially as set forth in the attached proposed Notice.

[REDACTED]
Acting Personnel Director

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Attachment:
Proposed Notice